



423 Highland Avenue Fall River, MA 02720  
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[www.CatholicSchoolsAlliance.org](http://www.CatholicSchoolsAlliance.org)

**Program Director:** Little Flower Early Learning Center

**Function:** Responsible for the operation of a newly established Catholic Early Learning Center in Attleboro, MA. The Program Director is required to be a practicing Catholic and will be responsible for the educational program of children ages 8 weeks to 3.9 years old. Also responsible for the daily care of the Center and adherence to diocesan policies.

**Responsibilities:**

- Ensure the adherence to policies and procedures set forth by the Diocese of Fall River.
- Support the diocese's work to advance the mission of Catholic education.
- Ensure the quality of the educational curriculum developed and delivered at the Center will be beneficial to each and every child enrolled.
- Develop and deliver staff meeting schedules and agendas and in-service training programs that will be beneficial to the further development of each employee. Attend all staff meetings, participate in required and recommended training programs, conferences, courses and other aspects of professional growth.
- Partner with classroom team leaders to continuously develop and evaluate the Little Flower Early Learning Center to ensure we are offering the best program and that we are operating within the guidelines of the Diocese of Fall River.
- Lead by Example. Effectively manage the team of employees and ensure that each one is effectively utilized and gains the needed career development for their future advancement. Provide feedback related to each individual's performance and develop scheduled performance evaluations.
- Plan and implement methods of establishing a positive relationship with the parents and the children.
- Responsible to follow all regulations set forth as a Mandated Reporter, M.G.L., Chapter 119, 51A and report any suspected child abuse or neglect.
- Responsible for the overall well-being and safety of the children. Treating each child with respect and dignity and adjusting the curriculum to meet their individual concerns, interests, handicaps, special talents, and individual style and pace of learning. Be thoughtful of each child's individual cultural and socioeconomic background.

- Plan and implement a curriculum for the assigned classroom in accordance with the policies and philosophy of the Diocese of Fall River. Scheduling for infants should be in accordance with the parents' established schedule. Ensure open communication with teachers and assistant teachers by effectively and timely communicating curriculum plans.
- Willingly perform a multitude of tasks necessary for the effective operation of the Center.
- Effectively partner with all employees of the company to foster a team focused environment dedicated to the development and well-being of the children.
- Responsible to serve as a mentor to those less experienced to foster a career development environment for all employees.
- Supervise your team to ensure they plan and implement a curriculum for the assigned classroom in accordance with the policies and philosophy of the Diocese of Fall River. Ensure open communication with teachers and assistant teachers that is effective and timely.
- Supervise your team so they are responsible for the overall appearance and décor of the classroom assigned. Manage overall housekeeping responsibilities of the classroom and assign tasks among the classroom team.

Please submit resume and cover letter to Sharon Sampson: [ssampson@catholiccsa.org](mailto:ssampson@catholiccsa.org) by April 30, 2019.

**Applicant Qualifications:**

- Associates Degree or higher
- Director II EEC Certification
- Minimum of 5 years experience
- Practicing Catholic